

**COUNCIL: 27 MARCH 2014**

---

**CABINET PROPOSAL**

**AGENDA ITEM: 9**

---

**PAY POLICY 2014/15**

**Reason for this Report**

1. To ask the Council to agree a Pay Policy Statement for 2014/ 15, in accordance with the requirements of the Localism Act 2011.

**Background**

2. Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement will provide a framework to ensure that employees are rewarded fairly and objectively without discrimination.
3. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales
4. The legislation also requires the Council to provide information about severance/ redundancy payments that are made to staff who leave the organisation. The Voluntary Severance policy was last reviewed in January 2011 with the changes taking effect in April 2011.
5. The Council also has a statutory requirement under the Localism Act 2011 to prepare a pay policy statement on an annual basis. The first statement was in place by 31<sup>st</sup> March 2012 and the second one for 31<sup>st</sup> March 2013. Agreement (and subsequent publication) of this third annual Pay Policy Statement will ensure continued compliance with this legislation.
6. Updated Welsh Government guidance was issued in November 2013 and February 2014 and this policy reflects this guidance.
7. The Pay Policy reflects the Collective Agreement recently secured for craft employees (red book) in relation to Single Status. It also

incorporates the Workforce package that was agreed by Council on 27 February 2014.

### **Reasons for Recommendation**

8. To respond to the legal requirement under the Localism Act but production of the policy statement will also provide openness and accountability in how the Council rewards its staff.

### **Legal Implications**

9. The legal implications appear in the text of the Report

### **Financial Implications**

10. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's budget for 2014/15. This includes the imposition of a workforce package which forms part of the budget savings.

### **Human Resource Implications**

11. The recommendation will not impact on staff across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees. It also highlights the Collective Agreement recently secured in relation to JNC for Craft employees and the workforce package which will be implemented during 2014/15 for all staff excluding those in receipt of the Living Wage, Teachers and support staff appointed by schools. It will however apply to centrally employed support staff who are based in schools. The Trade Unions have been consulted on the proposed policy statement.
12. This report has been prepared and written by officers within the HR Service. Given recent cases within Wales where concerns have been expressed about the way senior managers have been involved in the preparation of reports that affect officer pay, this point is explicitly drawn to the attention of members. Officers affected by the Policy will also declare an interest in the item and withdraw if members wish to discuss the Policy.
13. It is important to note that this Pay Policy statement provides an accurate summary of the Council's current policy for the purposes of publication under the Localism Act. Council is not therefore being asked to agree to a new or changed aspect of policy or take any decision that would impact directly upon the terms and / or conditions of any officer who has prepared the Report

### **CABINET PROPOSAL**

Council is recommended to agree the Pay Policy Statement 2014/15 (Appendix A)

**THE CABINET**  
13 March 2014

*The following appendix is attached:*

Appendix A – Pay Policy Statement 2014/15

**CARDIFF COUNCIL  
PAY POLICY STATEMENT 2014/ 15**

**INTRODUCTION AND PURPOSE**

1. Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business. The decisions that are taken regarding pay are crucial to maintaining equality across the Council. The production of a Pay Policy Statement supports this approach and will provide transparency.

**SCOPE**

2. The Localism Act 2011 requires authorities to develop and make public a pay policy statement on all aspects of Chief Officer remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officer and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy does not apply to Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

**LEGISLATION**

3. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.
4. This policy statement incorporates the Cardiff Council's pay policy statement as required by the Localism Act 2011.

**RESPONSIBILITY AND SCOPE**

5. The Council is directly responsible for a budget of £585 million (2014/15) and for the employment of 14,159 employees (as at December 2013). The Council provides services to a total population of 346,100 residents (according to the 2011 Census). Cardiff Research Centre has given an updated figure for mid 2012 as 348,500 residents. In December 2013 the

Council was recorded as having a Council housing stock of 13,686 and in January 2014 there were 51,372 pupils enrolled in our schools. During 2012 there were also 18.9m visitors that came to the city, of those some 17m were day visitors.

## DEFINITIONS

6. **Chief Officer** – the Localism Act 2011 defines Chief Officer as:
  - Head of Paid Service - in Cardiff this is the Chief Executive
  - Monitoring Officer – in Cardiff this is the County Clerk & Monitoring Officer
  - Statutory Chief Officers – in Cardiff these are Director for Education and Lifelong Learning, Director of Children’s Services and Corporate Director Resources who undertakes the role of Section 151 Officer
  - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service so in Cardiff this would be the, Director for Economic Development, for Sport Leisure & Culture, Health and Social Care, Environment, Strategic Planning, Highways and Traffic and Transportation and Communities, Housing and Customer Services and the Head of Cabinet Office.
  - Deputy Chief Officers – this refers to officers that report directly to statutory or non-statutory Chief Officers. In Cardiff this includes the Assistant Director for Education and Lifelong Learning, Sport Leisure & Culture, Children’s Services, Health and Social Care, Environment, Strategic Planning, Highways and Traffic and Transportation and Communities, Housing and Customer Services and also the Chief Finance and Chief HR Officers and the County Solicitor. There are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (County Clerk & Monitoring Officer, Director of Economic Development and Head of Cabinet Office) and so for the purposes of this policy these posts are included within this definition. Operational Managers are employed on the same terms and conditions as the Council’s Heads of Service and Chief Officers as indicated in paragraph 13.1.
  
7. **Lowest Paid Employees** – the Localism Act 2011 requires the Council to define its ‘lowest paid employee’ within our pay policy statement. Within Cardiff Council our lowest paid employees are those appointed on SCP5 of the NJC nationally agreed pay spine. However, since 1st September 2012 Cardiff Council has adopted the Living Wage for its’ employees. Therefore, the minimum pay is currently £7.45 per hour. This is to rise to £7.65 per hour from 1st April 2014.
  
8. **Pay** – the Localism Act 2011 defines remuneration as ‘salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is adopted for the term **pay** used in this policy.

## KEY PRINCIPLES

9. This policy statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.
10. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, i.e. flexible working, access to learning, etc.
11. To ensure these principles are embedded the Council will ensure that there are clear and rational processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.
12. Any policy statement on pay has to be affordable and support the provision of high quality public service.

## PAY DETAILS

### 13. Pay Ranges - NJC Green Book Employees

- 13.1 All NJC 'Green Book' positions within the Council have gone through a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme, following the signing of a Collective Agreement with UNISON, GMB and Unite on 30<sup>th</sup> January 2012.
- 13.2 The Council has linked the scores from the job evaluation results directly to the NJC pay structure. This national pay structure ranges from spinal column point (SCP) 4 to 49 which equates to £12,145 to £41,616. Within Cardiff we have agreed 10 grades that span across SCP's 5-46 which equates to £12,435 to £39,351. Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the Council can be found in the Council's Single Status Collective Agreement. The agreed grades can be seen at Annex 1.
- 13.3 When negotiating the Single Status Collective Agreement it was agreed that the Council would not use the lowest point of SCP4 and so we have deleted that from our pay range. This had a positive impact on the lowest paid employees of the Council. However, please note that as per paragraph 6 the Council since September 2012 has paid the Living Wage and this has had an even greater positive impact.
- 13.4 From 1<sup>st</sup> April 2014, JNC Craft employees are now paid via job evaluation with their scores linking directly to the national pay structure the same as 'green book' positions.
- 13.5 For the financial year 2014/15 in order to manage a budget deficit of over £50m the Council will be imposing changes in the working hours of employees excluding those in receipt of the Living Wage and support staff

appointed by schools. It will however apply to centrally employed support staff who are based in schools. The proposal was decided at full Council on 27<sup>th</sup> February 2014. Employees will be given notice of a reduction in their working hours from 37 to 36 hours, pro rata for part time employees.

14. Pay Ranges –Chief Officers and Operational Managers

14.1 Posts at Operational Manager, Chief Officer, Assistant Director, Director, Corporate Director and Chief Executive level are employed on JNC Chief Officer terms and conditions and pay levels for these posts have been evaluated using the Hay Job Evaluation Scheme since 1999.

14.2 The Council has an agreed single pay point for the posts of Chief Executive which was last reviewed in June 2013 when the post was to be advertised. There are agreed single pay points for the Corporate Directors, Directors, Chief Officers, Assistant Directors and the County Solicitor & Clerk posts. These pay rates were last considered by ECC on 24th October 2012 following a restructure of senior management that was agreed by Cabinet on 11<sup>th</sup> October 2012. The new senior management structure was agreed to be effective from 1st April 2013. There are 2 different ranges of pay for Operational Manager posts. The pay is as follows:

<b>Level</b>	<b>Salary*</b>
Chief Executive	£170,000
Corporate Directors	£130,000
Directors County Solicitor County Clerk & Monitoring Officer	£120,000
Chief Officers Assistant Directors	£80,000
Operational Managers	<u>Level 1</u> 5 points from £52,545 - £64,032 <u>Level 2</u> 5 points from £43,002 - £51,945

\* Effective from 1<sup>st</sup> April 2013 in line with JNC national pay agreement

14.3 When a Hay Job Evaluation is carried out on Chief Officers posts Hay are asked to provide information about salary levels based on their assessments of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity. Any report from Hay on changes to salary levels would be presented to the Council's Employment Conditions Committee (ECC) which has the following functions delegated to it under the Council's Constitution: *(a) To consider and determine policy and issues arising from the organisation, terms and conditions of individual employees at Chief Officer level and above (together with any other category of employee specified in Regulation from time to time) where this is necessary. (b) To decide requests for re-grading of posts at Chief Officer level and above (together with any other category of employee specified in Regulation from time to time) whether by way of appeal by an employee against a decision to refuse a re-grading*

*application or to decide applications for re-grading which are supported*  
The delegation of these functions was last made by the Constitution Committee on 24th October 2012..

14.4 Since 2009/10 the Council has published pay details for Chief Officer posts on its website, while prior to this the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed via the tab 'Your Council' and then the link to 'Council Finance'. The Chief Executive pay has been published on the website since 2010.

14.5 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [1:12] and; between the lowest paid employee and median Chief Officer as [1:4].

The multiple between the median full time equivalent earnings and the Chief Executive is [1:8] and; between the median full time equivalent earnings and median Chief Officer is [1:3].

These figures are based on current basic salary on 1st April 2014.

14.6 The Council does not use performance related pay or bonuses for Chief Officers.

14.7 For the financial year 2014/15 in order to manage a budget deficit of over £50m the Council will be imposing a pay contribution from Chief Officers and Operational Managers. The proposal was decided at full Council on 27<sup>th</sup> February 2014. Employees will be given notice of a reduction in their salary of 2.7%. This is equivalent to the 1 hour reduction for 'green and red book' employees.

#### 15. Pay Ranges – Employees other than 'Green Book' , Red Book and Chief Officers

15.1 The Council also has employees on other national terms and conditions, i.e. JNC Youth and Community, Soulbury and Teacher terms and conditions. Pay for these is based on the relevant nationally agreed rates of pay. JNC Youth and Community are at Annex 2 and Soulbury are at Annex 3.

15.2 For the financial year 2014/15 in order to manage a budget deficit of over £50m the Council will be imposing a pay contribution for employees under Soulbury and JNC for Youth and Community terms and conditions. The proposal was decided at full Council on 27<sup>th</sup> February 2014. Employees will be given notice of a reduction in their salary of 2.7%.

#### 16. Incremental Progression – all employees

For 'Green Book' employees,(and Red Book employees from 1 April 2014) and Operational Managers incremental progression is not automatic but is



dependent upon a successful performance review. Following a successful performance review increments are normally effective from the 1<sup>st</sup> April each year. For 'Green Book' and 'Red Book' employees, this requirement is detailed in the relevant Single Status Collective Agreement and for Operational Managers this is contained within their national terms and conditions.

17. Salary on Appointment – all employees

Posts are advertised on the agreed grade/ range for that particular post and information regarding the minimum and maximum pay is provided in the advertisement. In practice most appointments are made at the bottom of the range, but there is discretion to appoint at a higher point on the range. This would usually be to match a candidate's current level of pay in particular circumstances.

18. Pay Review – all employees

All pay is reviewed in line with the national pay awards negotiated by the local government employers in conjunction with the recognised Trade Unions at a national level.

19. Market supplements – all employees

It is recognised that there will be exceptional occasions where the market rate for certain key jobs is higher than that provided for by the new pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the new Market Supplement Scheme agreed as part of the Council's single status package. The scheme is applicable to all those covered by the green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions.

## **ADDITIONAL PAYMENTS**

Now that the Collective Agreement is in place for 'Green Book' employees negotiations have commenced with recognised trade union negotiating bodies to align the terms and conditions of other employees with the collective agreement terms and conditions.

20. Employees employed under the previous JNC National Craft terms and conditions are now paid on the same terms and conditions and pay scales through job evaluation as 'green book' employees. However, a tool allowance has been retained for relevant posts.

### NJC Green Book Employees and JNC Red Book Employees

21. Additional payments are made to 'Green Book' employees and 'Red Book' employees as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances,

motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. For the financial year 2014/15 payments for relocation and professional subscriptions will cease in order to manage a budget deficit.

22. Chief Officers and Operational Managers – the following additional payments are made:

22.1 Car, motorcycle and bicycle allowances - the Council has negotiated with trade unions to harmonise car allowances for all Council employees and uses the single rate based on the HMRC arrangements that will be paid for business mileage, i.e. currently 45p per mile.

22.2 Stand By and Call out Payments – paid to Operational Manager if they meet eligibility under the definition of the Council's scheme but not paid to posts above Operational Manager level.

22.3 Relocation – the Council may provide financial assistance to new recruits as part of the employment package under the terms of our Relocation Scheme. For the financial year 2014/15 this will cease in order to manage a budget deficit.

22.4 Professional Subscriptions – these will be paid by the Council where it is an essential requirement of the post. For the financial year 2014/15 this will cease in order to manage a budget deficit.

22.5 Returning Officer fees - the appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act 1983. In Cardiff the role of Electoral Registration Officer and Returning Officer is part of the job description of the Chief Executive. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner elections and all referenda are set by legislation. For these externally sponsored elections the fee is funded through grant awarded by the Welsh Government in respect of its election and by Central Government in respect of the other elections. Local authorities have the discretion to set the fee for local elections. In the Council the fee for local elections (including ordinary and casual) is set in line with the fee agreed for the Welsh Government elections.

23. Other Employees

The Council is looking to negotiate with trade unions to harmonise the additional payments for JNC Youth and Community and Soulbury employees with those paid to 'Green Book' and 'Red Book' employees. As the negotiations for 'Red Book' employees have now concluded, negotiations for the other groups will start in the next financial year.

## HONORARIA AND ACTING UP SCHEMES

24. The Council has schemes for the payment where an employee acts up into a post at a higher level of pay or where they undertake additional duties at a higher level of responsibility. These schemes are applicable for all Council employees. For the financial year 2014/15 honoraria payments will cease in order to manage a budget deficit.

## ANNUAL LEAVE

25. Green Book and Red Book employees, Chief Officers and Operational Managers  
27 days & 32 days after 5 years service. Plus 8 bank holidays
26. Other Employees  
JNC Youth & Community – 30 days & 35 days after 5 years service.  
Soulbury – 25 days rising to 30 days after 5 years service.  
Plus 8 bank holidays and also 4 extra statutory days
27. The entitlements to annual leave are pro rata for part time employees.

## PENSIONS AND REDUNDANCY/ SEVERANCE PAYMENTS

28. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
29. The current level of contribution to the scheme by employees is:

FTE Pay	% Employee Contribution
Up to £13,500	5.5
£13,501 to £21,000	5.8
£21,01 to £34,000	6.5
£34,001 to £43,000	6.8
£43,001 to £60,000	8.5
£60,001 to £85,000	9.9
£85,001 to £100,000	10.5
£100,001 to £150,000	11.4
More than £150,000	12.5

30. The Council's current published statements relating to pensions was agreed by the Council's Executive Business meeting on 13<sup>th</sup> January 2011 for implementation in April 2011 and the relevant document is available on the Council's website.

The document provides details of the Council's policy on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The document also provides details of the Council's policy on increasing an employees total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

31. The arrangements set out in the document referred to in paragraph 30 apply to all employees of the Council irrespective of grade or status (with the exception of teachers). The most relevant sections are detailed below:

**The power to pay lump sum compensation of up to 104 weeks** - the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 3 subject to a maximum of 66 weeks.

**The power to increase a Statutory Redundancy Payment** – the Council's policy for utilising this discretion is that redundancy payments to be based on actual weeks pay up to a maximum of £450 per week (as at 1<sup>st</sup> April 2011) or actual pay whichever is the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills. The maximum is to increase to £464 from 6<sup>th</sup> April 2014.

## **RE-EMPLOYMENT OF STAFF**

32. Cardiff Council does not have a policy regarding re-employment of employees (at any level) who take severance or voluntary redundancy from the Council.
33. There is nothing within the Local Government Pension regulations that prevents a member from applying for or being appointed to a post in the Council or any other Council when they have accessed their pension even where they have accessed this via voluntary severance.
34. The Council cannot prevent ex-employees from applying for Council jobs or seeking employment through Cardiff Works, although the opportunities to do so are becoming increasingly restricted.
35. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.
38. Within the Council under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:
- (a) Where a person has been awarded compensatory added years (CAY's) under LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations but these will be historical cases as CAY's can no longer be granted.

(b) Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.

Abatement, where it applies, would be based on non betterment, that is the pension + pay in new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (a) the abatement would only apply to the pension from CAY's.

## **ACCOUNTABILITY AND DECISION MAKING**

39. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and severance arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee are responsible for posts at Chief Officer level and above as detailed above in paragraph 13.3.
40. An updated pay policy statement will be agreed by the Full Council annually in line with the legislation and Full Council will ensure compliance with the pay policy statement.

## **REVIEW OF THE POLICY**

41. This policy statement will be kept under review and developments considered in the light of external best practice and legislation. The policy statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the policy statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual policy statement will be submitted to Cabinet and then Full Council by March of each year.

**CARDIFF COUNCIL GRADES FOR NJC  
 GREEN BOOK STAFF W/E FROM APRIL 2013  
 AND FOR PREVIOUS JNC CRAFT FROM 1<sup>ST</sup> APRIL 2014**

**ANNEX 1**

SCP	Salary	New Grades	
4	<del>12,145</del>		
5	12,435	Grade 1 1 - 247	
6	12,614		
7	12,915		
8	13,321		Grade 2 248 - 286
9	13,725		
10	14,013		
11	14,880	Grade 3 287 - 327	
12	15,189		
13	15,598		
14	15,882		
15	16,215		Grade 4 328 - 369
16	16,604		
17	16,998		
18	17,333		
19	17,980		
20	18,638	Grade 5 370 - 409	
21	19,317		
22	19,817		
23	20,400		
24	21,067		Grade 6 410 - 454
25	21,734		
26	22,443		
27	23,188		
28	23,945		
29	24,892	Grade 7 455 - 499	
30	25,727		
31	26,539		
32	27,323		
33	28,127		Grade 8 500 - 544
34	28,922		
35	29,528		
36	30,311		
37	31,160		
38	32,072	Grade 9 545 - 589	
39	33,128		
40	33,998		
41	34,894		Grade 10 590 +
42	35,784		
43	36,676		
44	37,578		
45	38,422		
46	39,351		

Youth and Community Support Worker Range

<b>Pay Points</b>	<b>w.e.f 1.9.13</b>		
1	14,283		
2	14,880		
3	15,477		
4	16,077		
5	16,674		
6	17,271		
7	17,874		
8	18,474		
9	19,236	<b>Professional Range</b>	
10	19,833	<b>Pay Points</b>	<b>w.e.f 1.9.13</b>
11	20,796	11	20,796
12	21,741	12	21,741
13	22,713	13	22,713
14	23,721	14	23,721
15	24,408	15	24,408
16	25,125	16	25,125
17	25,830	17	25,830
		18	26,541
		19	27,246
		20	27,951
		21	28,746
		22	29,646
		23	30,522
		24	31,401
		25	32,289
		26	33,174
		27	34,062
		28	34,959
		29	35,850
		30	36,741

**EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

<b>Spine point</b>	<b>Salary from 1.9.13</b>	<b>Spine point</b>	<b>Salary from 1.9.13</b>
1	32,677	26	60,346
2	33,847	27	61,389
3	34,952	28	62,445
4	36,071	29	63,505
5	37,185	30	64,563
6	38,299	31	65,611
7	39,470	32	66,676
8	40,594*	33	67,742
9	41,906	34	68,833
10	43,075	35	69,920
11	44,230	36	71,040
12	45,348	37	72,141
13	46,614**	38	73,254
14	47,742	39	74,352
15	48,988	40	75,449
16	50,116	41	76,553
17	51,246	42	77,654
18	52,355	43	78,755
19	53,499	44	79,862
20	54,090***	45	80,966
21	55,226	46	82,070
22	56,215	47	83,180
23	57,305	48	84,280****
24	58,282	49	85,384****
25	59,328	50	86,488****

**Notes:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

\* normal minimum point for EIP undertaking the full range of duties at this level

\*\* normal minimum point for senior EIP undertaking the full range of duties at this level

\*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level

\*\*\*\* extension to range to accommodate structured professional assessments.



## EDUCATIONAL PSYCHOLOGISTS

<b>EDUCATIONAL PSYCHOLOGISTS - SCALE A</b>	
<b>Spine point</b>	<b>Salary from 1.9.13</b>
1	34,273
2	36,013
3	37,752
4	39,491
5	41,230
6	42,969
7	44,607
8	46,244
9	47,778*
10	49,313*
11	50,745*

Notes:

\* Extension to scale to accommodate up to 3 additional SPA points to be added to the postholder's entitlement on the appropriate 6-point range

<b>SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS</b>				
<b>(B) SALARY RANGE</b>				
<b>Spine point</b>	<b>Salary from 1.9.13</b>	<b>from</b>	<b>Spine point</b>	<b>Salary from 1.9.13</b>
1	42,969		10	54,626
2	44,607		11	55,711
3	46,244*		12	56,818
4	47,778		13	57,944
5	49,313		14	59,031 **
6	50,745		15	60,171 **
7	51,333		16	61,300**
8	52,431		17	62,436**
9	53,519		18	63,571**

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

\*\* Extension to range to accommodate discretionary scale points and structured professional assessments

<b>TRAINEE EDUCATIONAL PSYCHOLOGISTS</b>	
<b>Spine point</b>	<b>Salary from 1.9.13</b>
1	22,019
2	23,631
3	25,241
4	26,853
5	28,464
6	30,075

<b>ASSISTANT EDUCATIONAL PSYCHOLOGISTS</b>	
<b>Spine point</b>	<b>Salary from 1.9.13</b>
1	27,067
2	28,172
3	29,278
4	30,377

### **YOUNG PEOPLE'S/ COMMUNITY SERVICE MANAGERS**

<b>Spine point</b>	<b>Salary from 1.9.13</b>	<b>Spine point</b>	<b>Salary from 1.9.13</b>
1	33,891	13	47,099
2	35,000	14	48,208
3	36,109	15	49,319
4	37,240*	16	50,432
5	38,389	17	51,552
6	39,511	18	52,663
7	40,659**	19	53,769
8	41,962	20	54,899***
9	42,681	21	56,051***
10	43,791	22	57,228***
11	44,895	23	58,430***
12	46,001	24	59,657***

**Notes:**

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

\* normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report)

\*\* normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report)

\*\*\* extension to range to accommodate discretionary scale points and structured professional assessments